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ABSTRACT

This book provides suggestions from teachers and administrators on how to handle everyday issues in the classroom. There are 13 chapters in 4 parts. Part 1, "Preparing Yourself for Teaching," includes: (1) "Fitting in With the Staff"; (2) "Rapport with Your Students"; (3) "Rapport with the Parents"; (4) "Preparing for Those Extracurriculars"; and (5) "The Teacher's Many Hats." Part 2, "Preparing Your Classroom," includes: (6) "The Classroom Environment"; (7) "Teachers' Supplies"; and (8) "How To Prepare for a Substitute." Part 3, "The Big Three: Stress, Discipline, and Time Management," includes (9) "Managing Your Stress"; (10) "Discipline and Classroom Control"; and (11) "Classroom Management." Part 4, "Words of Encouragement," looks at (12) "Ask the Old Pros"; and (13) "'I Think I Can...I Think I Can...'" An appendix offers a list of recommended Web sites for teachers. (Contains 29 bibliographic references.) (SM)